

## Chapter 1 INTRODUCTION

Purpose. To provide concise information on each commissioning program open to enlisted personnel. This introduction will be useful to the individual interested in officer programs as well as career counselors and other advisors or mentors in the chain of command. Additional chapters of this manual provide the specific eligibility criteria and must be carefully reviewed when applying for an officer program.

### 1. The U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) (Chapter 3)

#### a. General Information

(1) The U.S. Naval Academy (USNA), located in Annapolis, Maryland, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room and board. Candidates report to the Naval Academy in July for Plebe Summer. The academic curriculum focuses primarily on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. A small percentage of appointments in the U.S. Marine Corps are also offered to those qualified. A Bachelor of Science degree is awarded upon graduation. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is five years active duty and three years Reserve upon initial appointment as an officer.

(2) The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the U.S. Naval Academy. NAPS students are in an active duty enlisted status. The school convenes in July of each year and runs through May of the following year. NAPS is located on board the Naval Education and Training Center, Newport, Rhode Island. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in July.

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(3) Applicants are strongly encouraged to apply to all categories of nominations for which they qualify. All categories of nomination are listed in Appendix A to this instruction or in the Admissions Chapter of the Naval Academy Catalog. Catalogs can be obtained by calling (410) 293-4361 or DSN 281-4361 or by writing to USNA Admissions Office, 117 Decatur Road, Annapolis, MD 21402.

b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within three years prior to application.
- (3) At least 17 years of age and must not have passed their 23<sup>rd</sup> birthday on 1 July of the year entering the Naval Academy. Age restrictions cannot be waived.
- (4) Unmarried, not pregnant, and have no legal responsibility to support children or other individuals.
- (5) Physically qualified.
- (6) High school graduates or hold a GED and scholastically qualified by USNA's admissions board.
- (7) Officially nominated from one of the many nomination sources available. Appendix A lists these sources.
- (8) Recommended by their commanding officer.

c. Additional academic and program eligibility requirements are specified in greater detail in Chapter 3 of this manual.

2. Naval Reserve Officers Training Corps (NROTC) Scholarship Program (Chapter 4)

a. General Information

(1) The purpose of the NROTC Scholarship program is to educate and train well-qualified young men and women for careers as commissioned officers of the Navy's Unrestricted Line and Nurse Corps. The NROTC Scholarship Program (excluding Nurse

Corps option) primarily focuses on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities. Some scholarships for non-technical degrees are offered as well, but greater emphasis is given to technical majors to meet the increasing demand for technical training in the Fleet. The Unrestricted Line offers opportunities in Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. Nurse Corps option graduates receive commissions in the Nurse Corps. Initial appointments are in the grade of Ensign, United States Naval Reserve with a minimum service obligation of four years.

(2) The four-year and two-year NROTC Scholarship programs provide qualified students with tuition, books, instructional fees, uniforms, and a subsistence allowance of \$200 per month. Room and board expenses are not provided. Enlisted personnel selected for and enrolled in NROTC Scholarship programs are released from active duty and are not eligible for active duty pay and allowances, medical benefits, or other active duty entitlements while in these programs.

(3) Scholarship students must successfully complete naval science courses, drills, and summer training prior to graduation from college. Selectees must attend classes full-time during the academic year.

b. Basic Eligibility Requirements.

Applicants must be:

(1) Citizens of the United States and cannot be waived.

(2) Of good moral character and have no record of disciplinary action within three years prior to application.

(3) Under 27 years of age on 30 June of the year in which eligible for commissioned status. Age waivers may be granted for prior active military service, on a month-for-month basis, computed as of 1 September of the year of enrollment in NROTC, provided the applicant will not reach his/her 30<sup>th</sup> birthday by 30 June of the year in which graduation and commissioning are anticipated.

(4) High school graduates or hold a GED and be scholastically qualified.

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(5) Physically qualified for NROTC program as determined by the Physical Medical Review Board.

(6) Recommended by their commanding officer.

(7) Four-year applicants must have less than 30 semester hours or 45 quarter hours of college work completed by the fall of the year in which they will attend college.

c. Application Deadline. Applications must be received by 15 March for two-year applicants and 31 January for four-year applicants prior to the year in which the applicant desires admission.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 4.

### 3. The Broadened Opportunity for Officer Selection and Training (BOOST) Program (Chapter 5)

#### a. General Information

(1) The Broadened Opportunity for Officer Selection and Training (BOOST) program is a college preparatory program which prepares applicants for entry into the NROTC Scholarship program or the U.S. Naval Academy. BOOST provides a commissioning opportunity to Fleet Sailors who have demonstrated the qualities necessary for careers as Navy Unrestricted Line officers or as Nurse Corps officers, but whose past academic performance does not qualify them for immediate selection into an officer accession program. The BOOST program is a significant contributor to minority NROTC accessions, and therefore minority personnel are strongly encouraged to apply.

(2) BOOST is located at the Naval Education and Training Center, Newport, Rhode Island. It provides a rigorous 10-month college preparatory curriculum consisting of mathematics, English, science, computer science and military training.

#### b. Basic Eligibility Requirements.

Applicants must be:

(1) Citizens of the United States and cannot be waived.

(2) Of good moral character and have no record of disciplinary action 3 years prior to application.

(3) Under 22 years of age on 30 June of the year they will begin BOOST. Age waivers of one month of active duty up to 36 months can be granted.

(4) High school graduates or hold a GED and be scholastically qualified.

(5) Physically qualified.

(6) Recommended by their commanding officer.

c. Application Deadline. Applications must be received not later than 1 October of the year in which the applicant desires acceptance into the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 5.

#### 4. Seaman to Admiral (STA) Program (Chapter 6)

##### a. General Information

(1) The Seaman to Admiral (STA) Program is a full-time undergraduate education and follow-on commissioning program applicable to enlisted personnel of the Regular Navy and the Naval Reserve including Training and Administration of the Reserve (TAR) personnel and Selected Reserve (SELRES) personnel.

(2) Personnel selected for the Seaman to Admiral program are provided a maximum of 36 months to complete a baccalaureate degree with benefits that include tuition, mandatory fees, book allowance, and full Navy pay and benefits in current pay-grade as well as opportunities to advance in enlisted rank while in school. Following degree completion, selectees will be transferred to Officer Candidate School (OCS) and upon successful completion of OCS, are commissioned as naval officers in the Unrestricted Line. Initial appointments are as Ensigns, U.S. Naval Reserve with a minimum service obligation consistent with assigned designator.

##### b. Basic Eligibility Requirements.

###### Applicants must be:

(1) Citizens of the United States and cannot be waived.

(2) Of good moral character and have no record of disciplinary action within 3 years prior to application.

(3) At least 22 years of age, but not have reached their 27th birthday by September of the application year.

(4) Serving on active duty or TAR status in paygrade E-4 or above with at least four years of active duty as of 30 September in the year prior to applying for the program.

(5) High school graduates or hold a GED and be scholastically qualified.

(6) Physically qualified.

(7) Recommended by their commanding officer.

c. Application Deadline. Applications must be received by 1 July of the year in which the applicant desires acceptance into the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 6.

## 5. Officer Candidate School (OCS) Program (Chapter 7)

### a. General Information

(1) OCS is an initial commissioning program for individuals possessing at least a baccalaureate degree from an accredited institution. Selectees for OCS may choose, depending upon individual qualifications, designators within the Unrestricted Line, Restricted Line and certain Staff Corps designators. Appendix O of this manual provides a description of the designators open to qualified candidates. OCS is a 13-week program of concentrated officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida.

(2) Enlisted applicants selected for the program who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensigns, U.S. Naval Reserve and incur a minimum active duty obligation of four years. Certain designators incur greater minimum active duty obligation because of follow-on training required for that designator.

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b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within three years of application.
- (3) Possess a baccalaureate degree or advanced degree from an accredited institution.
- (4) At least 19 years old and meet designator specific age limitations which are outlined in NAVPERS 158391.
- (5) Meet specific program qualifications and aptitude scores.
- (6) Physically qualified.
- (7) Recommended by their commanding officer.

c. Application Deadline. Applications are accepted continuously throughout the year.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 7.

6. Enlisted Commissioning Program (ECP) (Basic ECP Chapter 8; AECP Option Chapter 9; NECP Option Chapter 10; and ECP-CEC Option Chapter 11)

a. General Information

(1) ECP provides a full-time opportunity to complete requirements for a baccalaureate degree and to earn a commission in the Unrestricted Line. ECP is open to eligible active duty Navy enlisted personnel who have earned previous college credit, but less than a baccalaureate degree. Prospective candidates must have 30 semester hours or 45 quarter hours of fully transferable college credit which can be applied to a selected major of study towards completion of a baccalaureate degree.

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(2) The ECP program offers several options for prospective candidates which include Basic ECP, Aviation Option ECP (AECp), Nuclear Option (NECP), and Civil Engineer Corps Option ECP (ECP-CEC).

(a) Basic ECP provides an opportunity to earn a commission in one of the Unrestricted Line communities.

(b) AECp. While the basic ECP provides opportunity for pilot designation, as well as other Unrestricted Line designators, graduates of AECp will be designated solely as Student Naval Aviators (Pilots).

(c) NECP. There are two different commissioning options available to a NECP officer candidate. The majority of officer candidates will be commissioned through Officer Candidate School following receipt of their degrees. In addition, a candidate can be commissioned at the host NROTC unit after completion of the required Naval Science courses.

(d) ECP-CEC. Applicants selected by the ECP-CEC board will be designated CEC officers upon commission.

(3) Selectees will be ordered to a NROTC host university. Basic ECP and AECp selectees attend the Naval Science Institute (NSI) at Newport, Rhode Island, enroute to their host university. The NSI program is an intensive 6 ½-week academic program, which fulfills the first two years of Naval Science instruction for commissioning through the NROTC unit.

(4) ECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in ECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits; however, students are not eligible for benefits under the Tuition Assistance program.

(5) Selectees are required to complete degree requirements for non-technical degrees in not more than 30 calendar months, or technical degrees in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

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(6) Graduates from Basic ECP and AECP are commissioned as Ensigns, United States Naval Reserve, and serve on active duty with a minimum service obligation of four years.

b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within three years prior to application.
- (3) At least 22 years of age by 1 November of the year in which applying for the program and be able to complete degree requirements and be commissioned prior to their 31<sup>st</sup> birthday.
- (4) Have completed at least 4 years of active service in the Navy or Naval Reserve as of 1 September in the year the application is made.
- (5) Have completed sufficient undergraduate course work no later than 4 December of the year in which they are applying for the program to complete requirements for a non-technical degree in 30 months or a technical degree in 36 months.
- (6) Physically qualified.
- (7) Recommended by their commanding officer.

c. Application Deadline. Applications must be received prior to 1 November of the year in which applicants desire acceptance into the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapters 8 through 11.

7. Medical Enlisted Commissioning Program (MECP) (Chapter 12)

a. General Information

(1) MECP is a Nurse Corps commissioning opportunity. It provides a pathway for active duty enlisted personnel of all ratings, who possess some college credit, to obtain a baccalaureate degree in nursing and ultimately a commission in the Nurse Corps. This program is not intended to serve as a precursor to medical school, or for physical therapy, physician assistant, or other health care specialty.

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(2) Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in MECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits, however, students are not eligible for benefits under the Tuition Assistance program.

(3) Selectees are required to complete degree requirements in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

(4) Graduates from MECP are commissioned as Ensigns, in the Nurse Corps, United States Naval Reserve, and incur an eight year obligation of which minimum of four years must be served on active duty.

b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within the three years prior to application.
- (3) Serving on active duty in the U.S. Navy, U.S. Marine Corps, or Naval Reserve. Reservists on Active Duty for Special Work (ADSW) or Canvasser Recruiters are not eligible for the program.
- (4) Must have completed at least three years active service as of 1 October of the fiscal year in which the selection board is held.
- (5) Must be able to complete the nursing degree requirements and be commissioned prior to their 35<sup>th</sup> birthday.
- (6) High school graduates or hold a GED and be scholastically qualified.

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(7) Able to complete the requirements for a baccalaureate degree in nursing within 36 consecutive months from the date of enrollment into the MECF.

(8) Physically qualified.

(9) Recommended by their commanding officer.

c. Application Deadline. Applications must be received prior to 1 October of the year in which the applicant desires selection to the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 12.

#### 8. Medical Service Corps In-service Procurement Program (MSC IPP) (Chapter 13)

##### a. General Information

(1) MSC IPP for Health Care Administration (HCA) and Physician Assistant (PA) provides a pathway to officer commissions for active duty enlisted personnel who meet eligibility criteria for Health Care Administration or Physician Assistant.

(2) Candidates for this program may have a qualifying degree or may have some college credit applicable towards an advanced qualifying degree. Those with qualifying degrees will receive direct appointments to the Medical Service Corps, in a paygrade commensurate with education level.

(3) Selectees who desire an advanced degree (graduate level) or possess transferable credits towards a graduate degree, will be afforded the opportunity to obtain a graduate degree while maintaining their active duty pay and benefits. MSC IPP students receive full pay and allowances in their current enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in the program. If eligible, students may use the VEAP or MGIB educational benefits, however, students are not eligible for benefits under the Tuition Assistance program. Selectees are required to complete degree requirements in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected. Once they complete their degrees they will be commissioned as Lieutenant (junior grade), Medical Service Corps.

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b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within the last three years prior to application.
- (3) For MSC IPP, be serving on active duty in the U.S. Navy or Naval Reserve at time of application.
- (4) For MSC IPP, be serving in paygrade E5 through E9.
- (5) Not have reached their 35<sup>th</sup> birthday by time of initial appointment.
- (6) Possess qualifying degree for Health Care Administration or Physician Assistant or possess the following minimum amount of transferable college credit:
- (7) Physically qualified.
- (8) Recommended by their commanding officer.

c. Application Deadline. For the active duty IPP applications must be received by Chief of Naval Personnel (PERS-811) not later than the date announced in the NAVADMIN for the year's board (normally on 1 November of the fiscal year in which the application is made.)

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 13.

9. Limited Duty Officer (LDO including LTJG) and Chief Warrant Officer programs for active duty and inactive duty personnel (Chapter 14)

a. General Information

(1) The LDO and CWO programs provide commissioning Opportunities to qualified senior enlisted personnel (and CWOs). Chief Petty Officers (E7 through E9), E6 personnel who are selection board eligible for E7, and CWOs (applying for Lieutenant (junior grade) may qualify for these programs. The LDO and CWO programs are open to both active duty, including

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Training and Administration of Reserve (TAR) and inactive duty (Selected Reservists (SELRES)) personnel. A baccalaureate degree is not required, however it is strongly encouraged.

(2) LDOs are technically oriented officers who perform duties in specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field.

(3) Active duty and TAR personnel selected for LDO receive an initial appointment as Ensigns (01E) in the U.S. Navy and incur a minimum active duty obligation of three years. SELRES personnel selected for LDO receive an initial appointment as Ensigns (01) in the U.S. Naval Reserve and incur a minimum Reserve service obligation of three years. A Selected Reservist with more than four years of active duty service (active duty, Annual Training (AT), Active Duty Training (ADT), Active Duty for Special Work (ADSW), Career Advance Navy Recruiting Enlisted Counselor (CANREC), One Year Recall (OYR), Presidential Recall (PSRC) combined) will receive an appointment as an Ensign (01E).

(4) Active duty and TAR personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Navy and incur a minimum active duty obligation of three years. SELRES incur a minimum active duty obligation of three years. SELRES personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Naval Reserve and incur a minimum Reserve service obligation of three years. Active duty and inactive duty personnel in paygrade E9, who have completed two years time-in-grade will be appointed to CWO3 in the U.S. Navy or U.S. Naval Reserve, respectively.

(5) Active duty CWOs selected for LDO will be appointed in the temporary grade of LTJG (02E) in the U.S. Navy. Inactive duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the U.S. Naval Reserve. A Selected Reservist with more than four years of active duty service (active duty, AT, ADT, ADSW, CANREC, OYR, PSRC combined) will receive an appointment as a LTJG.

#### (6) Application deadlines

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-811D) and postmarked not later than 1 August of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be

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received not later than 1 January of the calendar year the selection board convenes.

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-92D) and postmarked not later than 1 December of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be received not later than 1 April of the calendar year the selection board convenes.

b. LDO Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of non-judicial punishment (NJP) in the past three years as of 1 October of the year application is made.
- (3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at the time application is made.
- (4) Serving in paygrade E7 through E8 or be an E-6 selection board eligible for E7.
- (5) Have at least eight, but not more than 16 years of service (E6 personnel 8-15 years). Selected Reservists must have at least eight, but not more than 16 years of Total Qualifying Federal Service (E6 personnel 8-15 years).
- (6) High school graduates or hold a GED.
- (7) Physically qualified and meet the physical fitness standards.
- (8) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer).

c. Additional program eligibility requirements are specified in greater details in Chapter 14.

d. CWO Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
  - (2) Of good moral character and have no record of NJP in the past three years as of 1 October of the year application is made.
  - (3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at time application is made.
  - (4) Serving in paygrade E7 through E9 and E6 personnel selected for E7.
  - (5) Have at least 12, but not more than 24 years of active duty service. Selected Reservists must have at least 12, but not more than 24 years of Total Qualifying Federal Service.
  - (6) High school graduates or hold a GED.
  - (7) Physically qualified and meet the physical fitness standards.
  - (8) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer.)
- e. Additional program eligibility requirements are specified in greater detail in Chapter 14.

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